

Acting Executive for
Personnel & Administration

12 June 1947

Chief, Fiscal Section

Bureau Voucher No. 1980

Attached are Bureau Voucher No. 1980, in the amount of \$14.64, and justification for trip on 18 April 1947, for your consideration and approval in accordance with the provision of Para. 7, Standard Government Travel Regulations.

The justification for the trip without advance approval appears reasonable and should support certification of the per diem claimed if properly approved. However, on subsequent accounts, it would appear that the administrative officials in each branch or office should follow through for the traveler when emergency trips are necessitated by operation and have a bona fide travel order prepared, concurrent with the move of the individual, to avoid handling accounts in this manner.

A copy of this memorandum will be forwarded to the Chief, FBM, for his information and referral to the appropriate administrative official for guidance when subsequent emergencies arise. When the account has received your approval it should be returned to the [] for processing.

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Chief, Fiscal Section 25X1A9A

Attachments (2)

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c.c. Mr. []

Travel

F.P.U.

Saunders via []

File

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Document No.	034
No Change in Class.	<input checked="" type="checkbox"/>
<input type="checkbox"/> Declassified	
Class. Changed To:	TS S G
Auth:	HR 70-2
Date:	NOV 2 1970
By:	013